



CITY OF BRAWLEY

JOB ANNOUNCEMENT

DEPARTMENT: Library

POSITION: LAMBS Project Coordinator (Grant Funded)

SALARY: \$3,409.53 per month (Range 21, Step 1)

EXAM TYPE: N/A

DUTIES: See job description.

QUALIFICATIONS: A bachelor's degree is required. Early Childhood Education, working in non-profit organizations, and adult literacy experience is desirable. Bilingual in English and Spanish is preferred.

APPLY TO: Personnel – City Administration Offices
383 Main Street
Brawley, CA 92227
(760) 351-3057

APPLY BY: December 3, 2018

CITY OF BRAWLEY

CLASS TITLE: LAMBS Project Coordinator

BASIC FUNCTION: Under the direct supervision and guidance of the Library Director and Assistant Library Director, the coordinator is responsible for the day-to-day operation of the unit including safety and procedures, program content, site coordination, etc.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES: This project is grant-funded and all policies and procedures from the City, Library, and funding agencies need to be adhered to. These include keeping accurate records and statistics for multiple reports; adhering to the core standards for the program; using early childhood education, school readiness and Gardner's learning styles in curriculum development; scheduling and prioritizing visits; outreach including fairs and parades, etc.

This position is responsible for:

Ordering, maintaining inventory including stocking and processing materials, compute attrition and anticipate needs;

Forwarding appropriate paperwork for payment for materials;

Responding to phone and written requests;

Organizing and preparing materials for each site to be visited;

Using library software to track circulation and patron information and statistics;

Using Imperial County Families First Commission and State Commission software (PEDS); and

Performing general clerical duties as needed for maintenance of the program including compiling statistics, report-writing, assisting in grant writing, preparing and collating reports, etc.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer software including MS products such as Word, Excel, Outlook, etc. as well as library circulation software and PEDS programs.

Curriculum development using early childhood education, school readiness and Gardner's learning styles

ABILITY TO:

Plan and implement programs; Work with various agencies; Work with adults and children from various backgrounds, cultures, and with diverse abilities and interests; Present storytimes and other public presentations; Supervise staff; Work independently

EDUCATION AND EXPERIENCE:

A bachelor's degree is required. Early childhood Education, working in non-profit organizations, and adult literacy experience is desirable. Bilingual in English and Spanish is preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

The vehicle is approximately 32' by 8' and may be filled with many people at one time. Some of the conditions that one may be exposed to include:

- Car or motion sickness
- There are steps and staff needs to climb into the driver's area seat
- There will be diesel and road fumes
- Outdoor work will be needed in all kinds of weather.

The other main workspace is a typical office environment with typical machines including computers as well as shelving and boxes for storage.

PHYSICAL DEMANDS:

Staff may need to:

- Climb steps
- Crawl over the center console to reach the driver or passenger seats
- Climb a stool or ladder to assist in moving mirrors, etc.
- Crawl on the ground in order to access the storage underneath the unit
- Reach and perform other motions to set up the awning, puppet stage, table, chairs, etc.
- Carry boxes up to 30 pounds
- Check the engine's fluids and batteries, etc.

Working with children may involve assisting them on stairs, lifting, stooping and or kneeling to their height, etc.